



APPLICATION FOR RECORDS RETENTION SCHEDULE

Georgia Department of Labor
Employment Security Agency
Administrative Services Division
Records Management and Controls

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Cost Accounting Section Fiscal Division, Department of Labor 244 Washington Street, Atlanta 30334	Application Number 81-191	
Application Number		Date Received MAR 2 1981	Date Completed MAR 17 1981
2. Person to Contact Ray Bilbo		Working Title Administrative Services Manager V	Telephone Number 3186
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Sept, 1977	Latest current	5. Records Series Title (followed by title used in office, if different) Cost Accounting Reports (see attached list)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Finance Division accounts for all funds received and disbursed from whatever source and uses both State and Federal accounting systems. Prepares budgets, conducts audits and assures the appropriate designation of expenditures into the correct classification. The cost accounting section performs two functions: the entry of data to amend and update the cost accounting reports and the review of reports as they are produced by the EDP Division. They also maintain the reports in hard copy printout and on microfiche.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Cost accounting of sub-systems for personnel services, property, costs and balances by fund obligations, and general ledger. These are broken down into 12 reports for time distribution, 9 reports for personal property which are only on tape and fiche, 13 reports for cost accounting, and 13 reports for the general ledger. Many of the reports are bound together physically as paper. Included are: The reports which consistently appear are: Time Distribution: including 3A-3D and 4 Cost Accounting: 37, 39, 82-87, 91, 92, 92A, 93, 95 General Ledger: 30, 32, 34, 60-65, 67, MA-2-152, and MA-2-66 Also consistently included are print-outs for common input, maintenance, and terminal (output). File is arranged: Usually by account or fund number or by functional activity; see copies of examples.			
8. Monthly Reference Rate One to six months old <u>100</u> ; Seven to twelve months old <u>50</u> ; Thirteen to twenty-four months old <u>50</u> ; twenty-five months and older <u>10</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____ 3-5 cubic feet of bound printouts per month			

(Over)

ESA-144 (3/80)
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
x		a. Is this the official copy of the series? If not, where is it?
	x	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
x		c. Is this a vital record?
	x	d. Does this series have historical or long term research value?
	x	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	x	f. Is the information contained in this series ever published? If yes, attach copy.
	x	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
x		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? in a different media, ie, edp tape or fiche
x		i. Is this series (or a major portion of it) regularly microfilmed? COM
x		j. Does the record series result in a computer printout? This is it.

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal Law	_____ years.	f. Federal retention instructions	x _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal audit requirements for the Regional Auditor, Federal Department of Labor

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

Federal Fiscal year ending Sept ☐ Calendar Year; ☐ Fiscal Year; ☐ Other Therefore, cut-off at _____ then.

☒ Hold in the current files area _____ 30; 6 month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 4 year(s); then on the completion of all federal audit questions,

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

On a federal fiscal year, cut off each quarter; retain in-office 6 months; transfer paper print-out copy to the State Records Center, retain 4 years; then destroy, (The paper print-out is the record copy.) on the completion of all audit questions.

Retain microfiche silver halide in State Records Center Security Storage 5 years; then Retain all copies of duplicate microfiche in user office for five years after destroy creation; destroy thereafter at discretion.

Retain magnetic tape in the EDP Division until the completion of all audit questions, then erase tape.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Rae E. Hollingsworth</i>	2/23/81	<i>Richard V. Jackson</i>	2/20/81
ESA Director (Signature)	Date	State Records Committee (Signature)	Date
<i>Walter J. Moore</i>	2/23/81	<i>Carroll Hart</i>	3-16-81
State Auditor/Designee	Secretary of State/Designee	Attorney General/Designee	
<i>Walter J. Moore</i>	<i>Walter J. Moore</i>	<i>Walter J. Moore</i>	3-17-81

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)